

Outlook/Exchange Setup from Home Computer:

Open Outlook

Enter your name and E:mail address

Click on 'Next'

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

☒ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ Text Messaging (SMS)

☐ Manually configure server settings or additional server types

< Back Next > Cancel

The logon screen will come up

Click on 'User another account'

Add New Account

Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

- Establish network connection
- Search for mari.kook@beltmann.com server settings
- Log on to server

Windows Security

Microsoft Outlook
Connecting to mari.kook@beltmann.com

☒ mari.kook@beltmann.com
Password:
☐ Remember my credentials

☒ Use another account

OK Cancel

Type in your logon info

Check to 'Remember my credentials' (not sure if it will remember or not)

Windows Security

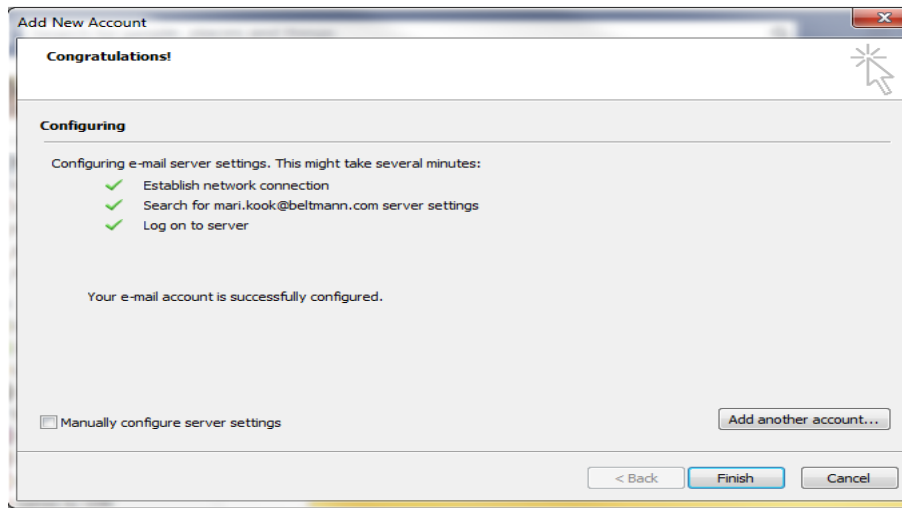
Microsoft Outlook
Connecting to mari.kook@beltmann.com

☒ mari.kook@beltmann.com

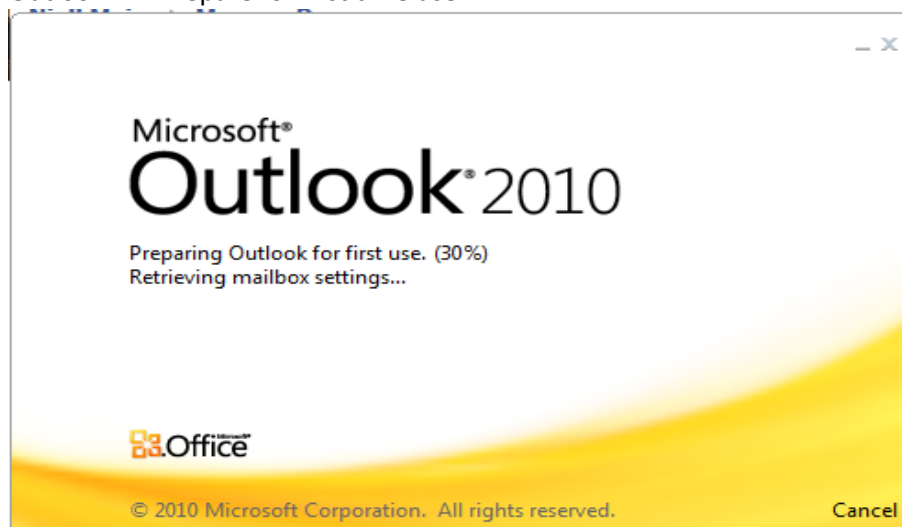
Domain: bgi
☒ Remember my credentials

OK Cancel

Click on 'Finish'



Outlook will Prepare for first time use



Once Outlook opens verify it is connected to the exchange server – lower right corner
Also you will see that it is updating – this may take a while as it pulls in all of your e:mails

